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0417/21

May/June 2018

2 hours 30 minutes

Additional Materials: Candidate Source Files

Write your name, Centre number and candidate number in the spaces at the top of this page.
Write in dark blue or black pen.
Do not use staples, paper clips, glue or correction fluid.
DO **NOT** WRITE IN ANY BARCODES.
You must **not** have access to either the internet or any email system during this examination.

Carry out **all** instructions in each step. You can track your progress through the examination by crossing out each question number.

Enter your **name**, **Centre number** and **candidate number** on every printout before it is sent to the printer. Printouts with handwritten candidate details on will **not** be marked.

At the end of the examination, put this **Question Paper** and **all your printouts** into the Assessment Record Folder.

If you have produced rough copies of printouts, put a neat cross through each one to indicate that it is **not** the copy to be marked.

Any businesses described in this paper are entirely fictitious.

The number of marks is given in brackets [] at the end of each question or part question.

Write today's date in the box below.

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This syllabus is approved for use in England, Wales and Northern Ireland as a Cambridge International Level 1/Level 2 Certificate.

This document consists of **12** printed pages.

You are going to perform some clerical tasks for Tawara University.

Task 1 – Evidence Document

- Open the file **J218EVIDENCE.rtf**
- Make sure that your name, Centre number and candidate number will appear on every page of this document.
- Save this as a word processed document in your work area as **J218EVIDENCE** followed by your candidate number, for example, **J218EVIDENCE9999**

You will need to place screenshots and answers to questions in this Evidence Document.

Task 2 – Document

You are going to edit a report. The university uses a corporate house style for all their documents. Paragraph styles must be created and applied as instructed.

- 1 • Open the file **J218EMPLOY.rtf**
 - The page setup is set to A4, landscape orientation with margins of 2 centimetres. Do **not** make any changes to these settings.
 - Save the document in your work area with the file name **REPORT**
Make sure it is saved in the format of the software you are using.

EVIDENCE 1

Place in your Evidence Document a screenshot to show this file has been saved.
Make sure there is evidence of the file type.

[1]

- 2 • Place in the header:
 - automated page numbers left aligned
 - automated file size in kilobytes right aligned.
- Place your name, Centre number and candidate number right aligned in the footer.
- Make sure that:
 - all the alignments match the page margins
 - no other text is included in the header and footer areas
 - headers and footers are displayed on all pages.

[2]

- 3 • Create and store the following styles, basing each on the default paragraph style:

House style specifications							
Style name	Font Style	Font Size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
GR-Title	serif	36	centre	bold, italic	single	0	0
GR-Subtitle	serif	18	right	underline	single	0	0
GR-Subhead	serif	16	centre	underline, italic	single	0	9
GR-Body	sans-serif	11	justified	none	single	0	6
GR-Bullet	serif	14	3cm indent from the left with hanging paragraphs	All capitals ➤ shaped bullet	single	0	0

EVIDENCE 2

Take a screenshot to show that the style settings have been defined for the *GR-Subhead* paragraph style. Place this in your Evidence Document.

[3]

- 4 • Display these custom style names as a list in the style manager/organiser. Provide screenshot evidence that these styles have been created, named and saved.

EVIDENCE 3

Take screenshot(s) to show the style names have been created and saved. Place this in your Evidence Document.

[1]

- 5 • At the start of the document enter the title:

Graduate Employment Report

- Apply the *GR-Title* style to this text.

[2]

- 6 • Enter your name immediately after the subtitle *Edited by:*

- Apply the *GR-Subtitle* style to this text.

[1]

- 7 • Apply the *GR-Body* style to the rest of the document.

[1]

- 8 • Change the page layout so that the subheading *The Skills Gap* and all following text is displayed in **two** equally spaced columns with **2** centimetre spacing between the columns. [2]

- 9 • Apply the *GR-Bullet* style to the list of items from:
communication ...
 to
... enthusiasm [2]
- 10 • Identify the **eight** subheadings in the document and apply the *GR-Subhead* style to each one. [1]
- 11 • Using the data in the file **J218SKILLS.csv** create a vertical bar chart to show the skills shortage vacancies by percentage only. [1]
- 12 • Label the chart with the title:
Types of skill in short supply [1]
- 13 • Format the value axis scale to display:
 ◦ a maximum value of **0.48**
 ◦ increments of **0.06** [2]
- 14 • Display data labels above each bar.
 • Do **not** display a legend. [1]
- 15 • Insert the chart after the paragraph ending *... skills as being in short supply*:
 • Make sure that:
 ◦ the chart fits within the column width
 ◦ all labels are displayed in full. [1]
- 16 • Import the image **J218VOLUNTEER.jpg** and place this below the subheading *Volunteering Projects* [1]
- 17 • Format the image so that:
 ◦ it is resized to a width of **2.5** centimetres with the aspect ratio maintained
 ◦ it is aligned to the left margin and the top of the paragraph starting *Many employers favour applicants ...*
 ◦ the text wraps round the image. [2]

- 18 • Format the paragraph that starts *A worker with inadequate ...* so that it:
- is indented by **2** centimetres from both the left and right hand margins
 - displays an external **3** to **4** point black border.

[2]

- 19 • Apply light grey shading (10–25%) to fill this area so it looks like this:

A worker with inadequate digital skills wastes up to 21% of total productivity time and an average office worker is estimated to waste an hour a day through poor computer knowledge.

[1]

- 20 • Spell check and proofread the document.
- Make sure that:
 - lists, charts and the paragraph with the outside border are not split over two columns or pages
 - there are no widows or orphans
 - there are no blank pages
 - the house style specification has been followed and the correct styles applied as instructed
 - spacing between all items is consistent.
 - Save the document using the same file name and format used in Step 1.
 - Print the document.

PRINTOUT 1

Make sure your **name**, **Centre number** and **candidate number** are on your report.

[1]

[Total: 29 marks]

Task 3 – Database

You are now going to prepare some reports using related tables in a database. Make sure all dates are displayed in the format dd-MMM-yy and times are displayed in the format hh:mm:ss

- 21 • Import the file **J218STUDENTS.csv** into a suitable database package.
- Use these field names and data types:

Field Name	Date Type	Format
<i>First_Name</i>	Text	
<i>Family_Name</i>	Text	
<i>Student_ID</i>	Text	
<i>Birth_Date</i>	Date	dd-MMM-yy e.g. 19-Jun-07
<i>Faculty</i>	Text	
<i>Telephone</i>	Text	
<i>Full_Time</i>	Boolean/Logical	To display as Yes/No

- Set the *Student_ID* field as a primary key.
- Save the data.

EVIDENCE 4

Take screenshot evidence showing the field names and data types used in the table. Place this in your Evidence Document.

[1]

- 22 • Import the file **J218TEST_DATA.csv** as a new table in your database.
- Make sure the dates and times are displayed in the required format.
 - Do **not** set a primary key.
 - Create a one-to-many relationship between *Student_ID* in the students table and the *Reg_ID* field in the test data table.

EVIDENCE 5

Place in your Evidence Document screenshot(s) showing the type of relationship between the two tables.

[1]

- 23 • Create a columnar data entry form which will include all the fields from the test data table. The field headings must be aligned to the left and positioned under each other.
- Make sure all the field headings and data are fully visible.

[1]

- 24 • Use the form created in Step 23 to enter the following details as a new record:

Syllabus	V1.0
Unit	Internet and email
Test_Version	1.12-A
Reg_ID	CIE5437801
Result	Pass
Score	55
Test_Date	15-Feb-17
Start_Time	14:30:00
Test_Day	Wednesday
Test_Duration	00:36:10
Invigilator	Jarek Bosko

- Check your data entry for errors.
- Make sure all data is fully visible.
- Save the data.

EVIDENCE 6

Place in your Evidence Document a screenshot showing this data in your form.

[2]

25 Each test is marked out of 60. You need to calculate the percentage each student has achieved.

- Using fields from both tables produce a report which:
 - contains a new field called **%_Mark** which is calculated at run-time. This field will calculate the *Score* divided by **60** and be displayed as a percentage with **0** decimal places
 - shows only the records where:
 - *Full_Time* is **Yes**
 - *Unit* includes **Internet**
 - the *Test_Date* was on or after **01/09/2016** and on or before **31/08/2017**
 - shows only the fields *Student_ID*, *First_Name*, *Family_Name*, *Birth_Date*, *Full_Time*, *Test_Date*, *Unit*, *Score*, *Result* and **%_Mark** in this order with data and labels displayed in full. Do **not** group the data.
 - sorts the data into ascending order of *Unit* and then descending order of *Score*
 - has a page orientation of landscape
 - fits on a single page wide
 - includes the title **Internet Units Completed** formatted so that it displays:
 - at the top of the page
 - centred within the width of the page
 - in a bold, serif **28** point font style
 - all letters fully visible
 - calculates the average *Score* and places this below the *Score* column
 - displays the average score as an integer
 - has a label **Average mark** to the left of this value
 - has your name, Centre number and candidate number on every page of the report.
- Save and print your report.

PRINTOUT 2

Make sure that you have entered your **name**, **Centre number** and **candidate number** on your report.

EVIDENCE 7

Place in your Evidence Document a screenshot showing the formula used to calculate the average score.

[16]

- 26 • Produce a report from all the data which:
- selects only those records where:
 - *Test_Day* is **Friday** or **Monday**
 - *Start_Time* is **18:00:00 or later**
 - displays the fields *Student_ID*, *Unit*, *Result*, *Test_Date*, *Test_Day* and *Start_Time* in this order with data and labels displayed in full. Do **not** group the data.
 - sorts the *Test_Date* field so the oldest test date is listed first
 - has a page orientation of portrait and fits on a single page
 - includes the title **Evening Testing Sessions** in a larger font size at the top of the page
 - has your name, Centre number and candidate number on the report.

Save and print your report.

PRINTOUT 3

Make sure that you have entered your **name**, **Centre number** and **candidate number** on your report.

[6]

- 27 John is planning to validate data entry.

- a) Define the term data validation.
- b) Name the most appropriate type of validation that would be used in the *Score* field.
- c) Identify the most appropriate validation criteria that would be used in the *Score* field.
- d) Name another type of validation to check data entry.

Type your answers in your own words in your Evidence Document.

EVIDENCE 8

Type your answers in your own words into your Evidence Document.

[4]

[Total: 31 marks]

Task 4 – Mail Merge Document

You are required to carry out a mail merge to send out interview information.

- 28 • Create a mail merge document using the file **J218CKLIST.rtf** as the master document and **J218DATA.csv** as your data source.
- Replace **<Date>** in the header of the document with a field to display today's date in the format dd/MM/yy
 - Enter your name, Centre number and candidate number in the footer of the document.

EVIDENCE 9

Take screenshot evidence showing the date field code. Place this screenshot in your Evidence Document.

[2]

- 29 • In the master document, maintain the existing spacing and punctuation, and replace the chevrons and text each time they appear with the following merge fields from the data source:

Data to replace	Replace with field
<FIRST>	First_Name
<LAST>	Family_Name
<COURSE>	Course
<DEPT>	Faculty
<TUTOR>	Course_Tutor
<DAY>	Int_Day
<DATE>	Int_Date
<TIME>	Int_Time
<STAFF>	Interviewer
<ROOM>	Site

- Spell check and proofread the checklist.
- Save and print your master document with the merge fields displayed.

PRINTOUT 4

Make sure that you have entered your **name**, **Centre number** and **candidate number** on your master document.

[3]

- 30 • Set an automated filter to select only interviews where the:
- interview day is **Monday**
 - interview time is **after 13:00**

EVIDENCE 10

Take screenshot evidence showing your automated filter. Place this screenshot in your Evidence Document.

[2]

- 31 • Merge and print the documents for the selected interviews only.

PRINTOUT 5

Make sure that you have entered your **name**, **Centre number** and **candidate number** on documents.

[1]

- Save and close the files.

- 32 The data from this skills checklist is entered into a database manually by university staff. The university is considering changing this to an online form to be completed by new applicants.

- Discuss in your own words the advantages and disadvantages to the applicants of using an online form for this task.

EVIDENCE 11

Type your answer in your own words into your Evidence Document using no more than 100 words.

[4]

[Total: 12 marks]

Task 5 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting. Unless otherwise instructed, slides must display a title and bulleted list.

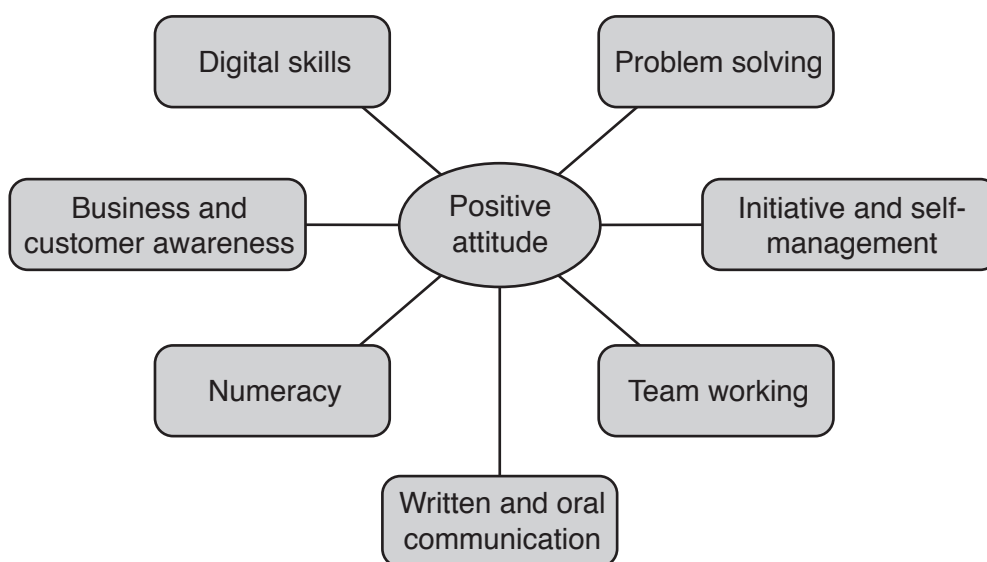
- 33 • Create a presentation of 5 slides using the file **J218SAPRES.rtf**
- Format slide 1 so that:
 - a Title Slide layout is applied
 - the title and subtitle are placed in the centre of the slide
 - your name appears after the text *Presented by*:

[1]

- 34 • Use a master slide to display the following features on all slides:
- your name, Centre number and candidate number
 - automatic slide numbers.

[1]

- 35 • Move the slide with the title *Interpersonal Skills* so that it becomes slide 3. [1]
- 36 • Open the file **J218DIAGRAM.rtf**
 • Copy the diagram and place it on slide 2 below the heading *Employability Skills* [1]
- 37 • The diagram is incomplete. Add the two missing boxes so the diagram looks like this:



[3]

- 38 • Save the presentation.
 • Print slides 1 to 4 only as a handout with 2 slides to the page.

PRINTOUT 6

Print this handout. Make sure your **name**, **Centre number** and **candidate number** are on all slides.

[1]

[Total: 8 marks]

Task 6 – Printing the Evidence Document

- 39 • Save and print your Evidence Document.

PRINTOUT 7

Make sure that you have entered your **name**, **Centre number** and **candidate number** on your Evidence Document.

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